



Fidelity In Timekeeping (FIT)

Hi,

IECP understands that completing clinical session notes consistently and accurately can be time consuming. We have helped to problem solve by allowing staff to allocate time to do their session notes at their school and home sites. Furthermore, IECP has created 10 criteria for Welligent and NPA notes for staff to follow.

Therefore, IECP wants to take the opportunity to provide feedback on your work and for you to have a good understanding of how you are doing with your note taking.

Yes = Indicates that you consistently met the expectations of the criteria (90-100%)

No = Indicates that you need improvement in this area.

	10 Criteria for Welligent and NPA session notes
Yes - No	1. Each session is rendered as completed with accurate start and end times
Yes - No	2. The session notes should be completed within 5 days of the session
Yes - No	3. Each session note should include an “Activity” (NPA) or “Session Objective/Notes” (Welligent) section
Yes - No	4. Each session note should include a “Results” (NPA) or “Session Results/Measurable Outcome” (Welligent) section
Yes - No	5. The 1 st section should reference a specific goal and state a setting
Yes - No	6. The 2 nd section should be reflective of the measurement criteria established for the goal for that event
Yes - No	7. The narrative should include the use of third person in referring to the BII and others (i.e. teachers, staff, peers)
Yes - No	8. The narrative should be objective vs. subjective
Yes - No	9. The content should be clear and concise
Yes - No	10. The content should be unique and specific to the day. Please do not copy and paste
	<p>Percent Accuracy:</p> <p>Comments:</p>

Please confirm that you received this email and any questions or comments that you may have.

For more information of the criteria, please see the attached F.I.T. PowerPoint training. Also, please let us know how IECP can improve with the Fidelity In Timekeeping (F.I.T) program.

Thank you for all that you do! ☺

IECP and the BCBA Interns